California Institute for Regenerative Medicine

RFA 09-04 Application Instructions

RFA09-04: Application Instructions

I. Application Requirements

1. **You will need a fully functional copy of Adobe Acrobat version 8 or 9 (Standard or Professional) to complete, print, and save the Information Form (Part A) of the application.** For optimal performance, we recommend that you upgrade to Adobe Acrobat (Standard or Professional) version 8.1 or a latter version. Using *Adobe Acrobat Reader* will not permit you to save information that is entered in the form.

2. Applications will be accepted under this RFA over a two year period or until all grants have been awarded. Four application deadlines per year are planned; the deadlines for the program are indicated in the table below.

Review Cycle	Application Deadline	GWG Review	ICOC Review
1	February 18, 2010	March 2010	April 2010
2	June 17, 2010	July 2010	August 2010
3	September 30, 2010	November 2010	December 2010
4	December 2, 2010	January 2011	February 2011
5	February 23, 2011	March 2011	May 2011
6	June 15, 2011	July 2011	August 2011
7	September 28, 2011	November 2011	December 2011
8	November 30, 2011	January 2012	January 2012
9	January 11, 2012	February 2012	March 2012
10	May 16, 2012	June 2012	July 2012
11	August 16, 2012	September 2012	October 2012
12	November 28, 2012	March 2013	May 2013
13	March 25, 2013	April 2013	May 2013
14	January 14, 2014	March 2014	May 2014

Applications are due by 5:00 PM on the day of the application deadline.

3. A complete application includes the following five parts:

A. Application Information Form with Signature Page [pdf form]

B. Research Accomplishments and Plans [MS Word template]

C. Curriculum Vitae and Publications List for PI [MS Word template]

D. Institutional Letter of Nomination and Commitment (no form provided)

E. External Letters of Reference (no form provided)

4. You must download and save a copy of the templates for the Application Information Form, Research Accomplishments and Plans, and Curriculum Vitae and Publications List for PI onto your computer. **Do not open the documents directly from the CIRM web page, as the forms will not function properly.** Open and use the saved copies on your computer instead.

5. You must submit all five parts of the application electronically as instructed below. In addition, a signed copy of the application signature page (from Part A) must be submitted as a hard copy (via mail, express mail or courier service), as a fax copy (415-396-9142) or as a scanned PDF file sent electronically. CIRM will not accept an application without these original signatures.

6. Written assurances of institutional approval for use of human subjects, covered stem cell lines, or vertebrate animals (where applicable) are **not** required at the time of application submission but **will be** required prior to issuance of Notice of Grant Award.

II. How to Apply:

1. Download and save a copy of the templates for the Application Information Form, Research Accomplishments and Plans, and Curriculum Vitae and Publications List for PI onto your computer.

2. Complete and save the Application Information Form with Signature Page using the template provided. Be sure to provide all required information and observe indicated character limits.

3. Complete and save the Research Accomplishments and Plans using the template provided. This section may include tables and figures. CIRM will not accept pages that exceed the indicated page limit for each section. We recommend that you convert the document into a PDF file to ensure that figures, tables, and formatting are preserved for submission to CIRM.

4. Use the templates provided to complete the Curriculum Vitae and Publications List for PI. We recommend that you convert the final document into a PDF file to ensure that formatting is preserved.

5. The Institutional Letter of Nomination and Commitment (Part 4) and External Letters of Reference (Part 5) should be submitted as signed, scanned copies converted to PDF files.

6. Send electronic copies of all five parts of the application as attachments in a single email to LeadershipAwards@cirm.ca.gov. This email must be received by CIRM **no later than 5:00pm on a deadline date to be considered in that review cycle**. You will receive an email reply that confirms your proposal was received by CIRM.

7. Submit a signed copy of the application signature page (from Part A) as a scanned PDF file to the above email address, as a faxed copy to 415-396-9142, or as a hard copy to:

Research Leadership Awards Application
California Institute for Regenerative Medicine
210 King Street
San Francisco, CA 94107

This signed application signature page must be received by CIRM **no later than 5:00pm on a deadline date to be considered in that review cycle.**

III. Contact Information

For program information about this RFA:

Michael P. Yaffe, Ph.D.
Associate Director, Research Activities
California Institute for Regenerative Medicine
210 King Street
San Francisco, CA 94107
Email: myaffe@cirm.ca.gov
Tel: 415-396-9238

Fax: 415-396-9141

For information about the review process:

Gilberto R. Sambrano, Ph.D.
Associate Director, Review
California Institute for Regenerative Medicine
210 King Street
San Francisco, CA 94107
Email: gsambrano@cirm.ca.gov
Phone: (415) 396-9103
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Source URL: https://www.cirm.ca.gov/our-funding/rfa-09-04-application-instructions